



NOTICE OF REGULAR MONTHLY MEETING

DATE: Thursday, April 6th, 2023
TIME: 10:00 AM – 12:00 PM
LOCATION: NHCOC Office, 59 Torrington Road, Suite A-1, Goshen, CT

AGENDA

(Chairman Henry Todd; Vice Chairman Mike Criss; Secretary Charlie Perotti; Treasurer Tom Weik)

- 10:00 AM Call to Order and Opportunity for Public Comment. **Henry Todd, Chairman.**
- 10:05 AM Report of the Executive Director, **Rob Phillips**
- **ACTION** - Authorization of the Executive Director to Terminate the Current Lease Agreement with Goshen Housing Trust (59 Torrington Road, Suite 1-A, in Goshen, CT 06756) and Enter into a Lease Agreement for Approximately 1,600 sq ft of Office Space Located within the EdAdvance Facility (355 Goshen Road, Litchfield, CT 06759). *(Agreement to be Provided)*
 - Preferred Contractor for the Fit-Out of Office Space at the EdAdvance Facility and Moving Company Estimate *(Estimates to be Provided)*
 - 2023 CAMA Data and GIS Parcel Layer Submissions to NHCOC before May 1st Deadline.
- 10:15 AM How Municipalities can use State and Federal Funding to Meet their POCD Open Space Goals by Pairing CT DEEP's Open Space and Watershed Land Acquisition program (OSWA) and federal Highlands Act funding, **Connie Manes and Paul Singer, Litchfield Hills Greenprint Collaborative, Housatonic Valley Association**
- 10:35 AM Presentation on the Mission of FISH NWCT – the Largest Emergency Homeless Shelter in the Region, **Deirdre DiCara, Executive Director, FISH Homeless Shelter**
- 10:50 AM Report of the NHCOC Legislative Committee, **Mike Criss, Chairman**
- 11:00 AM Community and Economic Development Update, **Emily Hultquist, Assistant Director**
- 11:05 AM Transportation Planning Update, **Kathryn Faraci, Senior Regional Planner**
- **ACTION** - TIP amendments – Replacement, rehabilitation, or removal of retaining walls in CTDOT District 4. Replacement of traffic control signals in

District 4. Installation and removal of overhead sign supports at various locations. Repair of embankment on Lake Waramaug Bridge in Warren. Upgrade rotary and pedestrian improvements in Goshen. Replacement of bridge over brook in Harwinton. Pavement rehabilitation on Campville Road in Litchfield (*Attachment A*)

- Review of TRIP Project Priorities and Approval to CTDOT

11:10 AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator**

11:20 AM **Municipal Forum:** Information Sharing Round Table

11:55 AM Administrative Items:

- a) **ACTION** - Approval of Meeting Minutes for March 9, 2023 (*Attachment B*)
- b) **ACTION** - Approval of Financial Statement for February, **Sarah Better, Financial/Office Manager** (*Attachment C*)
- c) **ACTION** - Acceptance of Audit for FY 2021-22 (*To be Provided upon Receipt*)
- d) Appointment of Nominating Committee for NHCOC Officers and Executive Committee for FY 2023-2024, **Henry Todd**

12:00 PM Other Business as Raised by Members and Adjournment.

ATTACHMENT A

Requested Changes to CTDOT FY 2021 Statewide Transportation Improvement Program (STIP) In the Northwest Hills Region

STIP Amendment #14 (4-6-23) – Replace, rehabilitate, or eliminate deficient retaining wall structures and inspect walls to replace, rehabilitate or eliminate within the area (POD) in various locations in a region designated Pod 4C, located in District 4. Many retaining walls inspected 10 or more years ago were found to have deficiencies that categorized them in poor condition needing rehabilitation or replacement. Our State’s inventory was divided into 12 sections called PODS with similar numbers of retaining walls in each POD and along District borders to better organize construction packages geographically. Deficiencies include structural deterioration, settlement, or movement. An RSR for each wall will be done to determine the extent of the work and to coordinate with future highway needs at the wall locations. Other walls within the area designated as Pod 4C will be inspected as part of the project to identify walls that need rehabilitation or replacement. Retaining walls that are not currently in the State’s inventory will be logged and inspected for deficiencies. The PE phase includes a PD/FD split.

<u>FACode</u>	<u>Proj#</u>	<u>Rte/Sys</u>	<u>Town</u>	<u>Description</u>	<u>Phase</u>	<u>Year</u>	<u>Tot\$(000)</u>	<u>Fed\$(000)</u>	<u>Sta\$(000)</u>	<u>Loc\$(000)</u>	<u>Comments</u>
STPA	0174-0466	VARIOUS	DISTRICT 4	REPLACE, REHAB, OR REMOVE RETAINING WALLS IN POD 4C	ROW	2024	100	80	20		0 NEW PROJECT
STPA	0174-0466	VARIOUS	DISTRICT 4	REPLACE, REHAB, OR REMOVE RETAINING WALLS IN POD 4C	CON	FYI	20,489	16,391	4,098		0 NEW PROJECT

STIP Amendment #15 (4-6-23) – This construction of the replacement of traffic control signals was previously programmed with 100% state funds and is now being federalized based on funding availability. CTDOT Project Manager – Greg Palmer

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STPA	0174-0442	VARIOUS	DISTRICT 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	CON	2023	6,200	6,200	0		0 NEW PROJECT

STIP Amendment #16 (4-6-23) – Overhead sign support installations and removals at various locations statewide. Approximately 18 locations on Interstate and limited access highways to be addressed. The purpose of this project is to install and remove overhead sign supports in various locations based on structural deterioration or damage caused by vehicle strikes. Locations are also included to correct locations that do not conform to the MUTCD or are creating driver confusion.

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STPA	0170-5025	VARIOUS	STATEWIDE	INSTALL & REMOVE OVERHEAD SIGN SUPPORTS AT VARIOUS LOCATIONS	CON	2023	10,400	8,320	2,080		0 NEW PROJECT

ATTACHMENT A

STIP Amendment #17 (4-6-23) – Warren CT 45 repair embankment on Lake Waramaug BRK. Adjustment in project for revised cost estimate via advanced construction conversion.

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STPR	0149-0088	CT 45	WARREN	REPAIR EMBANKMENT ON LAKE WARAMAUG BRK - AC ENTRY	CON	2023	0	0	0	0	ADD AC ENTRY
STPR	0149-0088	CT 45	WARREN	REPAIR EMBANKMENT ON LAKE WARAMAUG BRK - AC CONVERSI	CON	2023	2,000	1,600	400	0	ADD AC CONV. TO DESC., INCREASE EST. FROM FED \$672K

STIP Amendment #18 (4-6-23) – Goshen Upgrade the existing rotary at the intersection of Route 4 and Route 63 in Goshen to a modern roundabout and improve pedestrian accommodations at the intersection. Numerous deficiencies exist with the current rotary layout including: no approach deflection or physically restrictive features, center island is not concentric and is delineated by yellow paint and movable bollards. These features contribute to high vehicle speeds and an angle crash pattern within the rotary. The preferred alternative includes adding speed-controlling splitter islands and formalizing the center island with a truck apron. In addition, crosswalks are present across 3 of 4 legs, but no sidewalk or ADA compliant features are present. The PE phase includes a PD/FD split.

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STPR	0054-0087	CT 4/CT 63	GOSHEN	UPGRADE ROTARY AND PEDESTRIAN IMPROVEMENTS	PD	2023	625	500	125	0	NEW PROJECT
STPR	0054-0087	CT 4/CT 63	GOSHEN	UPGRADE ROTARY AND PEDESTRIAN IMPROVEMENTS	ROW	FYI	100	80	20	0	NEW PROJECT
STPR	0054-0087	CT 4/CT 63	GOSHEN	UPGRADE ROTARY AND PEDESTRIAN IMPROVEMENTS	FD	FYI	425	340	85	0	NEW PROJECT
STPR	0054-0087	CT 4/CT 63	GOSHEN	UPGRADE ROTARY AND PEDESTRIAN IMPROVEMENTS	CON	FYI	4,300	3,440	860	0	NEW PROJECT

STIP Amendment #19 (4-6-23) – Harwinton Replacement of Non-NBI Bridge 01947 carrying Route 4 over a brook in Harwinton. Bridge 01947 was built in 1927 and is currently in poor condition due to the substructure. A full replacement is recommended for this structure. There is severe scale, cracks, undermining and hollow areas in the substructure. There is a private driveway adjacent to the bridge which will need to be relocated in this project. Bridge List No. 36. The PE phase includes a PD/FD split.

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STPR	0065-0116	CT 4	HARWINTON	REPLACE NON-NBI BRIDGE 01947 OVER BROOK	PD	2023	465	372	93	0	NEW PROJECT
STPR	0065-0116	CT 4	HARWINTON	REPLACE NON-NBI BRIDGE 01947 OVER BROOK	FD	FYI	302	242	60	0	NEW PROJECT
STPR	0065-0116	CT 4	HARWINTON	REPLACE NON-NBI BRIDGE 01947 OVER BROOK	CON	FYI	3,800	3,040	760	0	NEW PROJECT

ATTACHMENT A

STIP Amendments #20 (4-6-23) – Litchfield Pavement reconstruction of approx. 2,500 feet of Campville Road from Mason Hill Road/Smith Road/High Street Extension to Hopkins Road, under the Rural Major/Minor Collector Program (RMMCP). The Town of Litchfield, with the support from the COG, applied for the RMMCP to seek construction funding to address the existing condition on a portion of Campville Road. The proposed improvements involve full depth pavement rehabilitation to restore the existing pavement and extend the serviceability, with minor geometric improvements to provide required longitudinal and cross slope to improve surface drainage.

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STPR	0073-0198	CAMPVILLE RD	LITCHFIELD	PAVEMENT REHAB - RMMCP	CON	FYI	1,202	962	120	120	NEW PROJECT

ATTACHMENT B



MINUTES OF THE NHCOC MEETING

March 9, 2023

Members or Representatives in Attendance:

Barkhamsted, Donald Stein (remote)
Canaan, Henry Todd
Cornwall, Gordon Ridgway (remote)
Hartland, Magi Winslow (remote)
Kent, Jean Speck (remote)
Morris, Tom Weik
Norfolk, Matt Riiska (remote)
Roxbury, Patrick Roy (remote)
Sharon, Brent Colley (absent)
Warren, Greg LaCava (remote)
Winchester, Josh Kelly (remote)

Burlington, Douglas Thompson
Colebrook, Christopher Johnston (remote)
Goshen, Todd Carusillo
Harwinton, Michael Criss (absent)
Litchfield, Denise Raap (remote)
New Hartford, Dan Jerram (absent)
North Canaan, Charles Perotti
Salisbury, Curtis Rand (remote)
Torrington, Elinor Carbone (absent)
Washington, Jim Brinton (remote)

Others in Attendance: Leo Ghio, Rural Resource Coordinator, John Field, DEMHS Region 5 Coordinator (remote), and Grayson Wright, CTDOT (remote), Eversource Representatives, John Daniel Davis and Tim Waldron.

NHCOC Staff: Robert Phillips, Emily Hultquist, Kathryn Faraci, and Sarah Better

Call to Order - Chairman Todd called the meeting to order at 10:06 AM.

Public Comment - none

Report of the Executive Director – Robert Phillips shared information regarding NHCOC’s anticipated move to Ed Advance. Chairman Todd proposed a motion to authorize the NHCOC Executive Director to have the authority to establish a contract with Ed Advance and have the NHCOC Executive Team review and provide final approval as long as the office fit out is \$50,000 or less. Selectman Weik approved the motion and was seconded by Selectman Perotti. Motion was passed unanimously. A motion was made to have NHCOC staff the opportunity to obtain 401(a) retirement plan with the option to enter into a 457 plan. The motion was approved by Selectman Perotti and seconded by Selectman Weik. Motion passed unanimously. Mr. Phillips reminded the six outstanding towns to submit their ADA compliance survey. He also mentioned that NHCOC can anticipate and increase in State Planning and Research Funds through the Unified Planning Work Program along with an increase in Regional Services Grant funding from OPM.

ATTACHMENT B

Litchfield Hills Greenprint Collaborative Housatonic Valley Association Presentation – Connie Manes and Julia Rogers stated to move the presentation to the April NHCOG Policy Board Meeting.

30 x 30 Conservation in Northwest Connecticut Presentation – A PowerPoint presentation was shared by Amanda Branson, Director of Operations and Finance from the Northwest CT Land Conservancy along with Carrie Gotwals, Shayne Geiger, and Sarah Torresen from the Conway School of Design. The presentation was based on the analysis of equitable conservation and how partnerships will align conservation strategies accordingly.

Municipal Forum:

Canaan – Selectman Todd shared Frontier is supplying coverage for approximately 80% of the town. There are approximately 88 homes that will not be reached by Frontier. New businesses have developed in town which will aid in streetscaping and the overall town budget.

Morris – Selectman Weik shared information on the town's budget status. The Town is entering into an agreement with Harwinton to manage an Animal Control Officer. Town passed an ordinance to not allow for any more cannabis establishments in town. Frontier will be coming in between March and May to cover the entire town.

Goshen – Selectman Carusillo shared that he spoke with the Secretary of State concerning early voting and how it would hurt the town's recreational budget. Suggested using absentee ballots. Flag policy was passed for town own properties. They are looking into developing a part-time Human Services position. There are currently 42 new developments in town.

North Canaan – Selectman Perotti stated they are currently working on a budget presentation for March 22nd with Region 1. There will be a new restaurant opening in town next month due to the purchase of the Berkshire County Buffet. There will be a groundbreaking ceremony for the Community of Health and Wellness. Animal control issue with the chickens has been resolved due to the installation of a fence.

Burlington – Selectman Thompson inquired as to how other towns resolve the issue of coming up with funding to upfront the monies prior to State reimbursement. Suggestion was to investigate the option of obtaining progress payments or obtaining a bridge loan.

Norfolk – Selectman Riiska stated that they are still resolving the oil spill issue. Town is working with Frontier to obtain coverage in town. Bridge work continues with the CTDOT, one under the federal bridge program and the other under the local bridge program. The town is breaking ground on a solar project at the transfer station with anticipated construction completion at the end of the summer. They are currently working on a roadway STEEP grant. A new oil tank has been installed at the school. He suggested that we may want to look at an Assessors Program that would operate out of the COG to facilitate the sharing of resources.

Roxbury – Selectman Roy stated that there are waiting for funds under the local bridge funds however, the town can obtain pending credit which will help with the town's capital plan. He suggested formulating one plan of behalf of the COG to utilize the second round of Opioid Settlement funds. Training for Police Officers was conducted at the Police Academy for POST-C certification.

Cornwall – Selectman Ridgway stated there is more pressure on local budgets than in the past, during these inflationary times and greater need for social services. Town applied for a compost grant for the Town's transfer station.

ATTACHMENT B

Litchfield – Selectman Raap stated that the town did receive a STEEP grant for Campville Road. They are waiting for the Hotel to close at the courthouse which will add 20 rooms to the center of town. The town is currently consolidating their Park and Recreation and Social Services into a Park and Rec Human Services Department week of March 20th. The EDC launched its first restaurant week March 24th – 31st. Passed ordinance moving tipping fees over to the businesses (non-residential entities of which some do not pay taxes) starting July 1, 2023. Town is doing well with food diversion.

Salisbury – Selectman Rand stated there are three new proposed employees, land use assistant, an individual for the park and rec and senior program and clerical assistant to the Treasurer. There will be over 80 proposed new units of proposed affordable housing that are now allowable under the new zoning regulations. The town plans to submit a TRIP project for a sidewalk linking Salisbury and Lakeville villages.

Washington – Selectman Brinton stated moving seven town region for Medic Intercept to a six-town region. Town recently purchased a 6,500 square foot office building for a new ambulance headquarters.

Winchester – Town Manager Kelly stated that there is currently an RFP out for Medic Intercept services. Full time grant funded social service employee looking and the City is looking to have the position rolled into a full-time municipal position. The town is currently researching a shared service agreement for assessor or building services. There is 120 acres of property that will be going on the market soon for town development. Town is looking to conduct a full salary and benefit survey.

Kent – Selectman Speck stated there is a new playground being installed at Kent Commons. The part-time social services director has moved from part-time to full-time. The town is part of HHRA and is pursuing a unit-based pricing organic scraps grant program.

Hartland – Selectman Winslow stated that the town's dead tree removal budget has expended \$80,000. The town plans to submit a TRIP for roadway drainage.

Warren – Selectman LaCava stated that the town continues to make headway on affordable housing. Bridge project is moving along.

Community and Economic Development Update – Emily Hultquist shared that the EDC Executive Committee has voted to allocate \$5,000 to each of three efforts to finish out the first fiscal year of the Partnership Planning Grant: the hiring of a facilitator for a CEDS Stakeholder meeting to be held this spring, a data collection and analysis consultant to help with updating the CEDS and the refresh and continuation of the website and social media for the Discover Litchfield Hills brand and marketing strategy. NHCOC staff attended the Small Business development conference held by Winchester and Torrington Economic Development teams. NHCOC staff is happy to come meet with any local Economic Development Commissions that are interested in meeting with the COG to discuss potential support and partnership. The federal Energy Efficiency Block Grants are now available and letters of intent are requested by April 28th. Municipalities in partnership with a Council of Governments would be eligible to apply. Wendy Murphy of the Kent Energy Committee reached out to the COG to offer a conceptual idea for a regional energy expert to be housed at the COG – something which might be covered by these grant funds. NHCOC staff wrote support letters for four communities for DEEP Recreational Trails Grants – Torrington, New Hartford, Harwinton and Litchfield. The COG is still working to determine next steps on the Broadband initiatives that it has worked on with its communities.

ATTACHMENT B

Transportation Planning Update – Kathryn Faraci shared information on the 2023 equipment list and rental rates for the public works equipment collaborative. A request was made to approve a resolution stating that the Northwest Hills Council of Government Policy Board has reaffirmed the approval for the City of Torrington’s Susan Grossman Greenway Extension increased cost estimate, confirms the City of Torrington has secured the additional local matching funds and the project remains as the priority project for CT Department of Transportation TA program. Also, a request was made to approve the 2025-2028 STIP amendments for the National Electric Vehicle Infrastructure (NEVI) and for the Transportation Demand Management (TDM) Program also known as CT Rides. Motioned made to approve the STIP amendments as presented made by Selectman Carusillo and second by Selectman Perotti Motion passed unanimously. There are currently five TRIPS applications submitted to date for a total of \$8.3 million with four pending.

DEHMS Update – John Field stated that Public Health is conducting an ANTHRAX tabletop will be conducted on March 21st. Regional training is being held to develop a regional plan on March 22nd and 23rd. DEHMS is in the process of conducting several school safety and security assessments. The new local emergency operations plan is due January 1, 2024. Emergency Management Performance Grant Program (EMPG) funding is supporting this initiative. DHEMS is in the process of updating their grant management system. Currently working on a Region 5 Strategic Plan and training. DHEMS is looking to participate in the meetings that Eversource is having with municipalities.

Administrative Items

- a) **ACTION** - Approval of Meeting Minutes for February 9, 2022. Selectman Carusillo made the motion to approve and seconded by Selectman Perotti. Motion passed unanimously.
- b) **ACTION** - Approval of Financial Statement for January, Selectman Carusillo made the motion to approve and seconded by Selectman Perotti. Motion passed unanimously.

Other Business – Eversource representatives Daniel Davis and Tim Waldron shared May 3rd at 10am and May 4th at 4pm formal invite will be sent soon.

The meeting adjourned at 12:00 pm

Respectfully submitted,

NHCOG staff

NORTHWEST HILLS COUNCIL OF GOVERNMENTS

Feb-23

	ORIGINAL	BUDGET	AMENDED	EXPENDED	EXPENDED	
	<u>BUDGET</u>	<u>AMENDMENTS</u>	<u>BUDGET</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>UNEXPENDED</u>
OVERHEAD COSTS						
Audit (Fiscal Services)	10,800				0.00	10,800.00
Cleaning Service/MSW Disposal	2,000				1,155.00	845.00
Dues, Subscript., Publications	3,000			225.00	699.00	2,301.00
Insurance (Bonds/Office/Property)	15,000	3,028.00	18,028.00		18,028.00	-
Miscellaneous	3,500			140.10	1,892.40	1,607.60
Office Supplies	2,500			158.79	2,342.08	157.92
Postage	700				83.60	616.40
Printing Services/Repro.	1,000				0.00	1,000.00
Rent	34,028				16,792.00	17,236.00
Equip. Maintenance, Repairs	5,000				4,402.97	597.03
Telephone, Computer, Fax & Internet	5,500			61.66	4,663.42	836.58
Travel & conference	6,000			215.44	4,796.20	1,203.80
Utilities	7,500			277.54	3,740.08	3,759.92
Contingency	5,000				3,028.00	1,972.00
STAFFING						
Salaries	374,450			31,204.16	249,761.48	124,688.52
Employee Benefits	102,307				47,252.20	55,054.80
Payroll Expenses	30,477			2,985.64	21,731.45	8,745.55
CONSULTANTS & OTHER SERVICES						
Transit Planning - NWCTD **	15,000				0.00	15,000.00
Regional Engineer (LOT/CIP)*	1,002				0.00	1,002.00
Regional Transportation Planning**	1				0.00	1.00
Housatonic River Commission	1,330				0.00	1,330.00
EDA Planning Partnership	20,000				0.00	20,000.00
Consultant Contingency **/ Other	8,834				0.00	-
CAPITAL AND NON-REOCCURRING						
Medical Deductible Contingency	-				0.00	-
Equipment	1				0.00	1.00
OPERATING BUDGET SUB TOTAL	654,930	3,028.00	657,958.00	35,268.33	377,339.88	280,618.12
Passthrough***				23,708.63	469,363.54	
TOTAL				58,976.96	846,703.42	
Revenue Received This Month	53,635.13					
Revenue Received To Date**	1,089,177.70				Revenue Received to Date	1,089,177.70
Balance of Awarded Revenue	23,302.72				Expended to Date	846,703.42
Total Revenue	1,112,480.42				Operating Account Balance	242,474.28
Note: There are separate checking/savings accounts for: NW Hills Fuel Bank, Prescription Assistance Program, Public Works, N2N						
*Carryover from FY 21-22 for defined purposes.						
**Includes FY 21-22 carryover						
***Passthrough includes: DEMHS, CERT, Geer, HHW, HRC						

NORTHWEST HILLS COUNCIL OF GOVERNMENTS

Feb-23

	<u>ORIGINAL</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>RECEIVED</u>	<u>RECEIVED</u>	<u>NOT</u>
	<u>BUDGET</u>	<u>AMENDMENTS</u>	<u>BUDGET</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>RECEIVED</u>
INCOME						
Regional Service Grant (OPM-SGIA)	262,002.00				262,002.04	-0.04
ConnDOT Transportation (HPR)	135,000.00				0.00	135,000.00
ConnDOT Transit	23,625.00				0.00	23,625.00
ConnDOT LOTCIP	12,500.00				0.00	12,500.00
ConnDOT RITS	10,000.00				24,999.00	-14,999.00
Municipal (Local) Dues	89,860.00			1,808.00	89,860.00	0.00
Town Fee for Service	1.00				0.00	1.00
Regional Housing Council Dues	1.00				0.00	1.00
Housatonic River Commission Dues	2,800.00				0.00	2,800.00
Foundation For Community Health	7,290.00				0.00	7,290.00
N2N (Berkshire Taconic)	1,500.00				0.00	1,500.00
DEMHS Region 5 Coordination by COG	12,000.00				2,000.00	10,000.00
DEMHS Region 5 Fiduciary	23,000.00				0.00	23,000.00
Natural Hazard Mitigation Plan - DEMHS					0.00	0.00
Department of Housing	1.00				0.00	1.00
EDA-Partnership Planing	60,000.00				30,000.00	30,000.00
EDA-CARE**					149,307.36	-149,307.36
Miscellaneous	200.00				73,360.16	-73,160.16
Bank Interest	150.00			11.75	98.72	51.28
Previous Year Accounts Receivable					0.00	0.00
Carryover funds FY 21/22	15,000.00				0.00	15,000.00
OPERATING BUDGET SUB TOTAL	654,930.00	0.00	654,930.00	1,819.75	631,627.28	23,302.72
Passthrough****				51,815.38	284,181.48	
TOTAL				53,635.13	915,808.76	
					48,082.52	
					48,351.16	
					60,843.12	
					220,029.29	
					359,325.19	
****Passthrough includes: DEMHS, CERT, Geer, HHW, HRC					736,631.28	